

### **1: Our contact details**

Your / your child's personal information is being collected

by:

East Lothian Council  
Arts Service

The Brunton, Ladywell Way

Musselburgh EH21 6AA

0131 665 9900

[artsservice@eastlothian.gov.uk](mailto:artsservice@eastlothian.gov.uk)

Data Controller:

East Lothian Council

John Muir House

Haddington

EH41 3HA

Data Protection Officer:

East Lothian Council

John Muir House

Haddington

EH41 3HA

Telephone: 01620 827827

Email: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)

### **2. Terminology**

The words you or your have been used throughout and refer to the person about which the data will be collected. In the case of a child, a parent or guardian will fill in the registration form but the data will be about the child.

### **3: Why we need your personal information**

East Lothian Council Arts Service provides youth theatre, dance classes, adult arts classes and works in partnership with external organisations to deliver music events and initiatives. We need to process your child's personal data for the following purposes:

- To enable us to provide classes and activities at an age and ability appropriate level
- To maintain emergency contact details
- To enable us to give you information about events and activities which you can participate in and events and shows you / your child may wish to attend, as part of your / your child's membership
- To enable us to provide relevant information about your/ your child's participation in our clubs and classes
- To manage our tutors, youth workers and volunteers
- To enable us to report on attendance at our activities. Reports will use anonymised data.

If at any time we wish to use your personal data for a new purpose not covered by this Privacy Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing. Where necessary we will seek your prior consent to the new processing.

#### **4: Legal Information**

In order for us to collect and use your information, we have to have a legal basis for doing so. The legal basis for processing your personal information is:

**Legitimate Interests** – where you can reasonably expect us to hold the minimum information required to provide the activities for which you have registered.

**Special Category** – where you have specific medical and or health conditions that our tutors need to be aware of, to protect life.

The kinds of personal information we sometimes collect include:

- Name
- Address
- Date of birth
- Information about other people, such as emergency contact details
- Medical/health information

#### **5: Sharing and transfer**

Your personal data will be treated as strictly confidential and the following information will only be shared with the tutor or youth worker of the class or event for which you have registered.

- Name
- Date of birth
- Emergency contact details
- Medical / health information

Your personal information will not be transferred outside of the UK.

#### **6: How long will we keep your personal information?**

Personal data will not be kept for longer than is necessary to provide the service for which you have registered. If you have provided data by registering for ongoing classes, then your data will be held for the period of the activities and for 2 weeks after the start of the next term. If you have not re-registered then your data will be deleted and if you decide to re-register after this time, you will be required to fill out new forms and register again.

If you have given us your personal data for holiday activities then we will hold your data for 2 weeks after the end of the holiday period.

If you are applying to perform at a music event (either using a hard or electronic copy of the application form), your personal information will be kept only for the remainder of the current calendar year. This means that if you wish to perform at further events taking place during the same calendar year, you will not need to re-apply (unless your details change).

If you (or a young person in your care) are aged under-18 and wish to perform or participate in a music performance or event, you will be required to submit a completed parent / carer consent form in advance, in order to take part. Once you have submitted a completed form (either hard or

electronic copy) to the person specified on the form, it will be stored securely and deleted / destroyed within 28 days.

The Arts Service will:

- Annually review the length of time we hold personal data.
- Consider the purpose we hold the information for in deciding whether and for how long to retain it.
- Securely delete information that is no longer needed for this purpose and update, archive or securely delete information if it is out of date.

## **7: Your rights**

- You have the right to be informed about how your information will be used.
- You have the right to access your personal information. Normally this is done by placing a Subject Access Request with the Council. For more information on placing Subject Access Requests, please visit [https://www.eastlothian.gov.uk/info/210598/access\\_to\\_information/12300/access\\_to\\_information/1](https://www.eastlothian.gov.uk/info/210598/access_to_information/12300/access_to_information/1)
- You have the right to ask us to correct inaccurate or incomplete information.
- In certain circumstances, you have the right to have your personal information erased.
- In certain circumstances, you have the right to ask us to limit the ways we use or share your information.
- In certain circumstances, you have the right to ask us to move, copy or transfer your information to another organisation in an electronic format.
- In certain circumstances, you have the right to object to the ways we process your information.
- In circumstances where your data is processed automatically, without human intervention, you have the right to certain protections.

You can find more information about data protection and your rights on the Information Commissioner's Office (ICO) website at <http://www.ico.gov.uk>.

## **8: Complaints**

We take your privacy seriously, and would like to know about your concerns so that we can address them as soon as possible. If you wish to make a complaint, we recommend that you contact the Council's Data Protection Officer using the contact details at the start of this Privacy Notice.

If we are unable to resolve the issue to your satisfaction, you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about raising a concern with the ICO on their website: <https://ico.org.uk/concerns/>.

You can contact the ICO by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113 / 01625 545 745

### **9: Information about other people**

If you have provided anyone else's personal details when registering with us, for example as emergency contact, please make sure that you have told them that you have given their information to East Lothian Council Arts Service. We will only use this information to:

Contact them in an emergency as stated on registration or consent form.